

~~SECRET~~

~~CONFIDENTIAL~~

DD/S 56-590

Personnel 5

17 FEB 1958

MEMORANDUM FOR: Chairman, CIA Career Council

THROUGH : Executive Secretary, CIA Career Council

SUBJECT : Report on Individual Career Development Planning Program

1. Attached are issuances pertinent to the establishment and implementation of individual career development planning within the Administration Career Service.

2. In the summer of 1954 the Deputy Director (Support) directed the appointment to his own office T/O of a Career Management Officer. For this purpose a Career Management Officer position was established, whose incumbent has the responsibility for the preparation of individual career development plans for all SA designees. Completed plans are submitted to the Administration Career Board for review, comments and recommendations to the Deputy Director (Support). Approval of the plans is given by the Deputy Director (Support). Implementation of the plans is to be carried out by the Executive Secretary for the Administration Career Board, the Career Management Officer and others who are engaged in the rotation and reassignment of CIA personnel. Revision of the individual programs is to be made by the Career Management Officer, with the advice and recommendations of the Administration Career Board and the approval of the Deputy Director (Support).

3. Planning was first initiated for those SD-SA designees in the middle (i.e., GS-9, GS-11) grade levels. It was felt that in these grade levels would be found those who had had sufficient Agency experience by which Agency growth potential could be judged and which potential at the same time could be expected, by intelligent planning, to be more easily realized.

4. The Career Management Officer originally devoted his time to securing all information possible concerning positions and their requirements within the purview of the Administration Career Board. Using the plan outlined in the preceding paragraph he then began conducting series of interviews with SA designees, supervisors, Office of Training officials and other appropriate individuals. Six plans were completed (one of which is attached, "Eyes Only," for the Executive Secretary, CIA Career Council) and two were reviewed and approved. Approximately ten others are in various stages of processing.

~~CONFIDENTIAL~~

25X1

~~SECRET~~

SECRET

5. When the first two plans were presented to the Board, recommendation for approval was given, but it was suggested that the basic curriculum vitae be abbreviated as much as possible. It was at this point that the then Career Management Officer was reassigned as Executive Secretary for the Administration Career Board. For the past year there has been no incumbent in the Career Management Officer position and therefore no further, formal, individual career development planning.

Executive Secretary
Administration Career Board

25X1A9A

SA-DD/S:JWS:dlc (17 Feb 56)

Distribution:

1-chrono
1-subject
1-JWS
O&2-adse

Attachments:

Proposed Procedures for the Preparation
of Individual Career Development Plans
1-Types of Administrative Assignments
(Type C)
2-Administrative Elements Check List
3-Sources of Information Concerning Subject
Excerpt from Summary Report of the Support
Career Service Activities - 26 April 1955
Senior Career Management Officer
Individual Career Development Plan, "Eyes Only"
with original paper only (R.W.K.)

SECRET

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT